

Professional Development



*Missouri Department of Corrections
Training Academy
P.O. Box 236
Jefferson City, MO 65102*

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INSERVICE COURSES

Accomplishing Goals Through Collective Efforts

This class develops a sense of team work in the work place. The impact of building a solid team and becoming a productive team member is encouraged through the use of team building exercises. Individuals will have the opportunity to recognize their potential for team involvement along with exploring their weaknesses within the team. (6 Hours)

Addressing the Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act was enacted by Congress in September 2003. This law addresses offender/offender and staff/offender sexual misconduct. This class introduces staff to the law and the impact it has on all staff, offenders and institutional safety and security. The department's emphasis on zero tolerance is explored. (8 Hours)

Anatomy of Contraband

This was written as a guide to aid MDOC employees in techniques and principals in controlling drugs and other contraband. This class will concentrate on identifying what contraband is, how and where to find it and what to do with it when we find it. Participants will compare and contrast the difference between contraband and evidence and determine how both should be processed according MDOC policies. The identification and control of drugs and other contraband is one of the most important parts of the institution's total security program. This class was designed to provide staff with the knowledge to perform that important function.

Armed Transportation

This training will provide participants with the skills necessary to correctly apply restraints for offender transportation and will address special security concerns. Other areas addressed will be: The correct use of firearms for offender transportation and the use of force aspects, "shoot-don't shoot situations" and weapon retention; Practice of relative positioning when providing armed and unarmed escorts, advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and will provide guidance for using restraints and searching in high risk situations; Proper methods to safely and securely transport offenders on out-counts and the dynamics and diversity of out-counts. (22 Hours)

INSERVICE COURSES

Assessment, Intervention and Relapse

This class begins where Probation and Parole Initial Preservice - Dynamics of Chemical Dependency and Chemical Dependency In-service classes leave off, focusing on understanding the relapse process, identifying relapse warning signs and intervention strategies. (8 Hours)

Balancing Your Mental Wheel

This is a strictly voluntary program designed to assist staff dealing with challenges, personal or professional, which keep them from achieving life goals. Skills emphasized are: identifying challenges, setting goals and composing affirmation statements to re enforce goals. Fictional characters are developed in order for staff to have fun yet maintain confidentiality. (6 Hours)

Chemical and OC Agents Training Program

This training is designed to provide students with the knowledge and skills needed to select and safely deploy OC and chemical agents. During this program participants will:

- Analyze the similarities and differences between smoke, OC, CN, and CS agents;
- Determine which agent to employ in a given situation;
- Explore safety issues, first aid and de-contamination procedures;
- Practice with various deployment methods and equipment utilized to deploy chemical and OC agents;
- Don protective equipment used during deployment of chemical agents; and
- Examine the various tactics that should be used when using chemical and OC agents. (16 Hours)

Chemical Dependency

This course provides departmental staff with an insight into the chemical dependency and our responsibilities in supervising offenders who are involved with their use. Staff will explore how their personal biases can impact their supervision of a substance abusing offender; look at how addiction can impact the major life areas of the offender; and explore the different characteristics of drugs that offenders may abuse. (8 Hours)

INSERVICE COURSES

Coaching P&P New Staff

Participants will be trained to effectively deliver On the Job Training (OJT) modules to new P&P staff via Coaching and the 11 step teaching process. (8 Hours)

Common Ground with Restorative Justice

Restorative Justice is a victim-focused approach to criminal justice. The Department's restorative justice initiatives encourages offenders to reflect on the harm caused by their criminal activity and make restoration to victims, the community and their families. Restorative justice practices are utilized throughout the Department, both at institutions and probation and parole offices. (6 Hours)

Continuing Excellence in Service

This is a customer service based program which allows participants to identify who our customers are and how their job can be made more effective through improved service. It examines customer service situations, the needs and expectations of these customers, and how our personal paradigms affect the quality concepts of the customer. (6 Hours)

Courtroom Preparation and Testimony

Going to court may be something that you do as an everyday aspect of your job or it may be a task that will only occur occasionally during your career. Regardless of the frequency, how you conduct yourself will reflect on your credibility and the credibility of this Agency. This program will explore the courtroom and the behavior that should be exhibited when testifying. Performance objectives which address proper courtroom testimonial demeanor, basic preparation techniques and witness' responses to questioning, providing guidance through this interactive program. (8 Hours)

Criminal Thinking

This module provides staff with the opportunity to explore the reasons that the offenders are responsible for becoming incarcerated. In this program staff will examine offender typologies, and criminal thinking errors. Causal factors are also examined and their impact on criminal thinking and behavior. The tools that an offender uses to manipulate will be discussed and participants will explore options in addressing these behaviors. (8 Hours)

Crisis Negotiation Emergency Exercises

This course is designed to allow participants the opportunity to enhance and build upon the negotiating principles, characteristics, team roles, and responsibilities, thru application during an institutional emergency exercise. (8 Hours)

Crisis Negotiation Training

The goal of the negotiation process is to save lives and to resolve crisis incidents while attempting to avoid unnecessary risk to staff, citizens, victims, and inmates. This Crisis Negotiation Training was designed to enhance negotiation skills. Among these is active listening and communication which is used to build rapport and trust with the subject, elicit information, and work the person towards achieving a peaceful resolution of the crisis. Asking questions, knowing how to ask those questions, labeling emotions, paraphrasing the subjects words, and providing encouraging comments that reassure the subject that the negotiator is listening are among some of the major skills taught during this training. (40 Hours)

Cross Gender Communication

This class will examine the differences between communication styles for both genders and discuss ways for improving communication between genders. (8 Hours)

INSERVICE COURSES

Deception Detection

This course is designed to provide guidelines for an effective interview or interrogation. It includes the interview room, interviewer style and manner, and insight into the person's truthfulness through body language (kinesics) and speech patterns. This course is targeted toward Probation & Parole and institutional staff responsible for interviewing offenders/clients. (6 Hours)

Defensive Tactics Break Away Techniques

Defensive Tactics safety precautions, basic principles, distraction techniques, and break away techniques, taught to non-custody staff who want to be able to get away from an offender, attacks, grabs, etc. (8 Hours)

Designing Training Manuals

The training manual is one of the first items your participants will see when attending training. This can also be the first impression the participants will have of you as the trainers. The manual must be designed for the benefit of the participant by being easy to read and understand. This program will provide tips to be used to design appropriate, professional manuals. This class is designed for staff designing training manuals. **This is not a computer class.** (6 Hours)

ECSI First Aid/CPR/AED

Emergency Care and Safety Institute (ECSI). This class replaces the American Red Cross SFA/CPR/AED classes. This is a two-year certification. (8 Hours)

Evidence Collection and Crime Scene Preservation

This program provides participants with the basic rules of evidence collection and the proper procedure for crime scene preservation while ensuring the safety of staff. Through practical application staff will differentiate between contraband and evidence, and will complete all necessary paperwork to facilitate an investigation. (6 Hours)

INSERVICE COURSES

Exploring MDOC Use of Force Issues

Completely redesigned, this program examines the continuing issue of the application of force within the Criminal Justice System. This course allows participants to explore force issues that are specific to our agency and provides them with opportunities to:

- Determine the appropriate level of force to be used according to the Use of Force Continuum;
- Analyze the concepts of Offender Abuse and Duty to Report abuse as directed by Missouri State Statute and Department Policy; and
- Determine how Justification, Imminent Jeopardy and Preclusion apply to use of force situations. (6 Hours)

Facilitating Brainstorms

This program will provide participants with an opportunity to discuss and apply the basic skills needed to facilitate a brainstorm activity. Ground rules, group challenges and facilitation techniques will be explored and participants will have the opportunity to practice a brainstorm activity. (3 Hours)

Facing Diversity

Facing diversity training can provide opportunities for valuing the unique perspectives, outlooks and characteristics everyone brings to our communities and workplace. While traditional work roles are becoming a thing of the past, the struggle to understand one another in the workplace and community continues. In this class, participants will work in small groups, individually and one-on-one with a fellow student to discuss and address possible biases, preconceived ideas and misconceptions about diversity to build a competent and unified work force and community. (8 Hours)

FATS and Firearms Skill Enhancement

This training includes practical training on the FATS video simulator. Weapon handling skills include weapon retention, close combat shooting techniques and as applicable, transition from gun point to handcuffing. (8 Hours)

INSERVICE COURSES

FATS—Basic Firearms Development

This firearms training is designed to give the student the basic fundamentals of marksmanship for a Semi-automatic pistol, AR 15 Rifle and Shotgun using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (8 Hours)

FATS - Basic for AR-15

This firearms training is designed to give the student the basic fundamentals of marksmanship for a AR-15 rifle, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

FATS - Basic for Semi—Automatic Pistol

This firearms training is designed to give the student the basic fundamentals of marksmanship for a MDOC approved semi-automatic pistol, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

FATS - Basic for Shotgun

This firearms training is designed to give the student the basic fundamentals of marksmanship for a shotgun, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (2 Hours)

FATS for CERT Members

This training will prepare the participant for proper use of force through their involvement in mock shooting situations and prepare them mentally for realistic shooting situations under stress utilizing the FATS video simulator. This training will also address safe weapon handling during close combat shooting and as applicable, transition from gunpoint to handcuffing. (2 Hours)

INSERVICE COURSES

FATS Training for Armed Transportation Officers

This training module will provide staff with skills, focus on the correct use of firearms for offender transportation, and will address use of force aspects such as "shoot and don't shoot situations." Participants should apply for this program after they have attended the Armed Transportation Program. (2 Hours)

FATS Unarmed Force Decisions

This training will prepare the participant for proper force decisions through their involvement in mock force situations and prepare them mentally for making force decisions utilizing the FATS video simulator. This training will also address officer safety, force continuum and, as a benefit, enhancing officer confidence in force decisions to be made by unarmed staff. (2 Hours)

Gang Identification and Intervention

This program will provide participants with knowledge of gangs that they could encounter in their day to day operation. It explores the motivating factors that encourage participation in gang activity, recruitment efforts and the criminal activities that these groups may be involved. Staff members will have the opportunity to examine gang identification characteristics and explore ways to intervene to help the client become a successful, law abiding citizen. (6 Hours)

Gender Responsive Assessment

The MDOC MRP Leadership Team implemented the use of a gender responsive assessment tool for women to more accurately identify the specific risks and needs of women under supervision. The GRA tool, developed by the University of Cincinnati was developed to identify reasons why assessment and classification can be used to reduce recidivism. The tenets of the GRA are: 1) Assessments guide decision-making; 2) Assessments reduce bias; 3) Assessments can improve placement of offenders; 5) Assessments will help in the better utilization of resources; and 6) Can lead to enhanced public safety. This **three-day training** is for those MDOC departmental POs and Case Managers who will conduct assessment interviews and develop case plans.

NOTE: This training is to be offered *only* by staff members who have attended the GRA Training for Trainers. (24 Hours)

Get ready to EXCEL!!! Beginners Excel 2007 Training

This class is an introduction to Microsoft Excel 2007. The intended audience is staff members who have some familiarity with computers, but not necessarily with Excel. Some of the topics covered include entering data, formatting cells and information, using formulas, using Microsoft 2007 ribbons (8 Hours)

ICMT—Case Management

The Department of Corrections Executive Staff and MRP Leadership team have identified a need for staff to approach offender interactions from a case management point-of-view. Information in this lesson will guide the myriad of DOC staff (CST, CCW, PO, IAC, FUM, P&P Unit Supervisors, treatment providers, etc.) in the case management process. Teamed with other modules on evidence based practices, cognitive restructuring, TAP and motivational interviewing it is intended as the initial training program in Missouri's 40-hour case management training plan. (8 Hours)

ICMT—Cognitive Restructuring

The Missouri Department of Corrections has adopted several programs, initiatives and strategies that have been proven to give offenders the best chance of being successful once they are released from custody. These include CCM, TAP, Evidence Based Practices, and PTC/Cognitive Skills. These four programs work hand in glove to help better prepare our offenders for success once they have been released. Corrections meta-analysis lists cognitive restructuring as the first evidence based practice, which supports change for offenders who exhibit high risk and needs. This training is designed to provide Missouri DOC staff an understanding of why cognitive restructuring is important and how these principles can be used to enhance our over all case management of offenders. (4 Hours)

ICMT—Evidence Based Practices

The Missouri Department of Corrections has adopted the use of evidence-based practices to guide decision-makers as they set worthwhile goals for the offender population. Evidence based practices (EBP) provide the objective, balanced and responsible use of current scientific based research utilizing the best available data to guide consistent policy, program and procedure decisions. The use of EBP is supported by the National Institute of Corrections for use throughout the Department's divisions. (4 Hours)

ICMT—Motivational Interviewing—Practitioner

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to meet the needs of Missouri's case management team members in their interactions and interviews with offenders. (16 Hours)

Identification of Drugs and Drug Paraphernalia

This program provides participants with ways to identify illegal substances and identify behaviors of individuals under the influence. Through practical application, students will learn the process to ensure all information concerning illegal substances is appropriately documented. (8 Hours)

Interacting With the Special Needs Offender

While refreshing the participant with basic information, this program has new exercises and additional aspects that relate to the special needs of offenders. Offenders who have special needs do require attention that may be different from the general offender population and a key to this attention is how the staff and offender interact. This module explores communication skills that may assist staff when interacting with offenders who have special needs. Also examined in this module are the needs of elderly and youthful offenders and how interaction with these offenders can be improved. (8 Hours)

Mental Health First Aid

This training focuses on assisting staff in recognizing signs of potential mental health emergencies utilizing an assessment tool referred to as ALGEE. This course also focuses on removing the stigma attached to mental health issues and knowing how to provide temporary "First Aid" for individuals who may be experiencing a mental health emergency. Staff who complete this course will receive certification through the Division of Mental Health as "Mental Health First Aiders". (16 Hours)

Microsoft Word 2003 Training Intermediate Level 2

Microsoft Word has many features that can make the job of word processing easier and faster for you. This lesson will include exercises on the following: creating and formatting tables, using tabs, using columns, using the Thesaurus, creating a mail merge for mailing labels, creating and modifying headers and footers, working with graphics and text boxes, creating and using AutoText, and creating a basic macro. The training will provide hands-on practice as well as guidance to make the participant a more proficient and confident user of Microsoft Word. (8 Hours)

Microsoft Word 2003 Training Introduction to Word Level 1

To provide basic skills to employees using Microsoft Word. This training will help the participant with Creating a Folder; Saving a Document; Moving and Editing Text; Indents; Bullets; Numbering; Setting Page Breaks; Creating a Table; Checking Spelling and Grammar. The training will provide hands on practice as well as guidance to make the participant a more proficient and confident user of Microsoft Word. (8 Hours)

Microsoft Word 2007 Training Introduction to Word Level 1

To provide basic skills to employees using Microsoft Word 2007. This training will help the participant with Creating a Folder; Saving a Document; Moving and Editing Text; Indents; Bullets; Numbering; Setting Page Breaks; Creating a Table; Checking Spelling and Grammar. The training will provide hands on practice as well as guidance to make the participant a more proficient and confident user of Microsoft Word 2007. (8 Hours)

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Motivational Interviewing—Skill Building

Motivational interviewing techniques have proven themselves beneficial in criminal justice applications. Used with success by substance abuse practitioners to open the lines of effective communications with their clients, motivational therapy techniques have a proven track record of success. This instruction module is intended for members of the case management team who have previously attended the department's two-day Motivational Interviewing-Practitioner training module. It will train the staff member on the benefits of MI, while presenting its basis in evidence-based practices and its link with integrated case management. (8 Hours)

MO DOC Career Planning

Staff within the Missouri Department of Corrections are the most valued resource for effectively meeting the Department's mission. Experienced staff are the backbone of the Department. This class will encourage staff to look toward the future by setting career goals and being prepared to reach those goals within the Missouri Department of Corrections. (8 Hours)

MRP - A New Direction

Based on the national pilot, "Transition from Prison to the Community", this module will provide participants with an overview of the Missouri Reentry Process and how it is designed to assist offenders with the reintegration back into the community. Addressed are the different phase that the offenders will move through, the concepts that are being used to assist them and the role that staff will play in this process. (4 Hours)

Offender Transportation

This training module will provide staff with techniques that are necessary to safely transport offenders. In this module training will focus on the proper methods to safely and securely transport offenders on out-counts. Planning and preparation will be explored in-depth, as will the dynamics and diversity of out-counts themselves. This one day Offender Transportation class is for staff conducting unarmed transports. Staff that will be conducting Armed Transports are required to attend the four day Armed Transportation Inservice class. (6 Hours)

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P&P Clerical Safety Training

FOR P&P CLERICAL ONLY. This program is designed to provide clerical and other support staff with basic safety awareness and prevention information to utilize while working in a Probation and Parole field office. Participants will explore how to implement measures to increase safety in the workplace and address general office-related dangers. Training is to include the one hour P&P Pepper Spray module and the 30 minute P&P Securing a Weapon module.(6 Hours)

P&P Firearms Practice

The P&P Officer will practice the basic firearms skills learned in Initial Firearms Training. Class includes weapons retention refresher and weapons qualifications refresher. Live range fire is included to enhance proficiency. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearms should be carried during this course in the same way the officer will carry it on the job. This is a class for all officers that carry a weapon. (8 Hours)

P&P Physical Safety Skills Practice

Participants will practice the basic physical safety skills learned during the initial Basic Safety Training and reviewed during the Annual Safety Training. This training program is a system of self defense and evasion techniques designed to help the P & P staff during unarmed physical conflicts. Participants should be prepared to actively participate in all techniques including unarmed club and knife defense, throws, body locks and floor defense. (8 Hours)

Pathway to Change Overview

The intent of this program is to provide staff with an understanding of the Pathway to Change program. While you won't be tasked with leading offender groups, your knowledge of the program will help you create more positive interactions with the offenders. By understanding the goals and approach of the program you will recognize the specific role you can play in its success. (6 Hours)

Peer Action Care Team (PACT)

This program contains 4 modules designed to provide PACT members with the skills and knowledge to perform their PACT duties. The issues of violence and victimization in correctional setting can differ significantly from similar issues in the free society. The attitudes of co-workers and administrators affect the progress of someone working on reconstructing his or her emotional life after a traumatic event. This multi-day program prepares staff to assume the role of a peer responder who will provide immediate support in the form of information, assistance and referrals to community resources in the aftermath of a trauma-related event. This helps reduce the long-term problems that can affect our staff. Participants for this program must go through an interview process conducted by the Workplace Violence Coordinator. (18 Hours)

Power of Communication 2.0

Focusing on the reality that language is power; this one-day program provides participants the opportunity to analyze basic communication skills and personality types. Strategies are modeled to empower staff to communicate positively and openly, and how to set the tone for a winning conversation. While the Academy's original Power of Communication training is the basis for this "2.0" class, new elements have been included to reinforce communication skills and the importance of knowing what you are really trying to communicate. (8 Hours)

PowerPoint Design Format

This is not a Basic PowerPoint training class. This program will provide participants with the specific skills needed to design a slideshow using Microsoft PowerPoint that will meet the Academy's standards. The training will provide hands on practice as well as suggestions to make your presentation meaningful while not taking over the training presentation. (4 Hours)

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PR-24 Baton Certification Course

This program uses basic and advanced techniques which will enable qualified corrections' staff to defend themselves and others while controlling non-compliant subjects using a Monadnock PR-24 side handle baton. Participants will practice not only the foundational components of basic movements, blocks and strikes, but will also perform control techniques with the Monadnock PR-24. Primary focus of this course teaches students to minimize the possibility of an opponent's injury or death while ensuring their own safety in the performance of their duties. Target audience is primarily but not limited to E-Squad members and Administrative Segregation staff. (16 Hours)

Preventing Workplace Violence –VILT

This program is a Virtual Instructor Led Training offered through Adobe Connect. It addresses warning signs and triggers of potential workplace violence situations in session 1. Session 1 and 2 are held via Adobe Connect. (6 Hours)

Professional Interaction and Principles of Conduct

This course is designed to provide staff with skills, definitions, and suggestions that will enhance their appropriate professional interaction with other staff and the public. (6 Hours)

Quality Reports

This course covers the importance of written communication and the various types of reports used. Each type of report is important and some are critical to our work and require time and effort. Composition or technical writing courses taught in colleges and high schools do not adequately prepare people for the specialized writing required in corrections. By giving instruction on how to write good reports, the aim of this course is to serve the needs of correctional staff members that receive reports. (6 Hours)

Refresher Courses

All Basic classes can be taught as refreshers. Check the New Staff Training menu for classes and descriptions.

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Response Team Training

This was written to establish guidelines for correctional staff in techniques and principals utilized by the response team in non-spontaneous situations where an offender must be forcibly brought under control and or moved from one location to another location. This program includes team movement, team roles, cell extraction and disengagement techniques. (6 Hours)

Response Team Training with Stun Shield

This was written to establish guidelines for correctional staff in techniques and principals utilized by the response team in non-spontaneous situations where an offender must be forcibly brought under control and or moved from one location to another location. This program includes team movement, team roles, use of the NOVA stun shield, cell extraction and disengagement techniques. (8 Hours)

Riots and Disturbances

It is vital that everyone working in correctional facility understand riots and disturbances. This course will cover the stages of a riot, containment, emergency planning, preparedness response, and disturbance control. This training is done in an effort to save lives, isolate and contain the riot or disturbance, prevent escape and to seek a resolution with the minimal amount of force. The ultimate impact will be to maintain public safety, safeguard the welfare of the staff and offenders and protect state property. (8 Hours)

Security Threat Groups

This program will provide participants with an enriched knowledge of threat groups, both on the street and in the correctional facilities. It explores the motivating factors that encourage threat group participation, recruitment efforts and the criminal activities that these groups may be involved. Staff will have the opportunity to examine the threat group identification characteristics and management strategies. (8 Hours)

Sexual and other Harassment Issues

The name of this class has been changed from Sexual Harassment Issues to better reflect the training. This class will examine laws and policies; analyze and discuss case studies; and determine appropriate actions

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to keep sexual harassment from occurring in the work place. This class will also consider the impact sexual harassment can have on employees and the employer. (6 Hours)

Staff Liability Issues

This class explores the impact of constitutional laws on correctional staff in the performance of their duties. Staffs' responsibility to the offenders under their supervision, security issues, and staff immunity is examined by providing case studies to be analyzed. While the information covers the same amendments as in the Basic Constitutional Law class, the case studies shed new light on possible consequences to staffs' actions. (8 Hours)

Stress Management

This workshop will provide the employee with information on handling the many stressors people confront each day and how to best minimize the impact stress can have on the body. How to identify burn out. (6 Hours)

Suicide Intervention / Prevention

This class will provide participants with basic information about suicides which occur in prisons. Participants will explore the reasons for prison suicides and apply intervention/prevention strategies in situational activities. (4 Hours)

Tactical Communication

This course encourages staff to strive to seek a peaceful and positive resolution to confrontation before it escalates into a physical encounter using empathy, professional integrity, and mediation. Guidelines for developing skills in tactical and professional communication are set while putting responsibility for behavior in its proper perspective. (8 Hours)

The Adult Learner

This module allows participants to explore the concept of the Adult Learning Theory. It examines the Traditional training concept and compares it to the Learning Centered Environment. Participants compare the Andragogy learner and the Pedagogy learner, examining how their learning environments differ. (2 Hours)

The Aging Offender

This program brings to light the issues of an aging offender population. The participant will help identify ways in which we can address the needs of a group that has increased in numbers steadily over the last several years. Issues of housing, activity, physical and mental health needs will be explored. (6 Hours)

Time Management

This module provides information on the three basic components of effective time management and suggested techniques, tips and tools for planning optimal use of work time. Participants will have the opportunity to identify concepts, situations, and events etc. that are considered to be productivity time bandits. In addition participants will determine good basic listening skills that will reduce unnecessary repetition concerning project and instructions as well as daily conversations and interactions with co-workers and supervisors. (6 Hours)

Volunteers in Corrections (VIC)

This is a mandatory class for volunteers and interns working for the Missouri Department of Corrections. This class gives an overview of the department, professionalism guidelines, how to avoid being set-up by the offenders, dynamics of staff/offender relations, and information on infectious diseases. (6 Hours)

Weapon Retention and Disarming Techniques

This intensely physical program provides participants with advanced defensive tactics; weapon disarming and retention techniques for both handguns and long guns; and guidance for using restraints and searching in high risk situations. Targeted primarily for facility emergency staff, it addresses the needs of all staff who may carry/use a firearm. (8 Hours)

INSERVICE COURSES

Working in a Multi-Generational Workforce

This program is for non-supervisory staff. Supervisory staff is encouraged to attend the Management class – Managing a Multi-Generational Workforce. This program will provide participants with an opportunity to examine the motivational factors of the different generations in today's workforce. Participants will explore the work habits of each generation and learn how to work together to ensure a productive work environment for everyone. (6 Hours)

Working With Female Offenders

This program examines current trends in programming for the female offender. This class will deal with special needs, interpersonal communication, crisis intervention and other unique problems encountered when working with female offenders. (8 Hours)

Working With Offenders

The traditional role of staff supervising offenders is changing and today's staff must go beyond this long-established role to actively engage the offender. This program will explore the philosophical shift from a traditional paramilitary organization to one which will assist the offender in their preparing for a successful reintegration into the community. (8 Hours)

PROBATION AND PAROLE COURSES

PROBATION & PAROLE FIREARMS TRAINING

Annual FATS Training

This training will allow officers to practice their use of force skills. Real life scenarios will allow participants to choose the proper level of force response. This course is not limited to officers who carry firearms but it is mandatory for those who do carry a weapon. Pepper spray and firearms scenarios are presented. (2 Hours)

Annual Firearms Certification

The P&P Officer will re-qualify with their duty weapon during this course. This is the weapons qualification procedures proficiency -- 6 hrs. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Participants must bring their previously issued duty ammunition. New duty ammunition will be issued. This class is mandatory for all officers that carry a weapon. This class has been modified to reflect NRA and Glock information. (8 Hours)

Annual Firearms Proficiency Training

This particular module will provide participants with the opportunity to enhance their proficiency gained in the Initial Firearms program. In addition, participants will practice weapon retention proficiency. This has been revised to reflect NRA and Glock information. (8 Hours)

PROBATION AND PAROLE COURSES

Familiarization and Weapons Qualification for the Shoulder Holster

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. There are three modules in this program: Weapons Retention for the Shoulder Holster; Shoulder Holsters and Support Equipment; Shooting Fundamentals Using the Shoulder Holster; and Weapons Qualification Procedures for the Shoulder Holster with the .38 revolver.

Participants will qualify on the range with their weapon. If they do not need to qualify with their weapon they are to be scheduled for the Shoulder Holster Familiarization program. (4 Hours)

Glock Transition Training

This program is mandatory for all P&P Officers currently certified with revolvers who wish to transition to the Glock .40 caliber hand gun. There are five modules in this program: Firearms Safety – 2 hrs; Glock Holster and Support Equipment – 2 hrs; Glock Care and Maintenance – 4 hrs; Glock Target Analysis – 2 hrs. All students must bring their approved handgun and equipment. The firearm will be carried during this course in the same way the officer will carry it on the job. Staff who participate in this training must have had Initial Firearms Training. (16 Hours)

Initial Firearms Training

This course is a mandatory prerequisite for all P&P officers who wish to carry firearms. Satisfactory completion of this course is required before the issuance of a Firearms Authorization Card. Topics include firearms safety -- 2 hrs; revolver nomenclature and inspection -- 2 hrs; revolver care and maintenance -- 2 hrs; shooting fundamentals -- 4 hrs; holster and support equipment -- 2 hrs; target analyzation -- 2 hrs; weapons retention -- 4 hrs; firearms proficiency practice – 4 hrs; and weapons qualification procedures -- 4hrs. All students must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Updated to include Glock information and NRA qualification requirements. (26 Hours)

PROBATION AND PAROLE COURSES

P&P Shoulder Holster Familiarization Program

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. There are four modules in this program: Weapons Retention for the Shoulder Holster; Shoulder Holsters and Support Equipment; Shooting Fundamentals Using the Shoulder Holster. (3 Hours)

Weapons Retention

This is one module of a multi-module program. The techniques used in this module have been taught to staff during Physical Safety Training. These techniques will be used specifically to ensure you have control of your weapon at all times. (4 Hours)

TRAINING FOR TRAINERS COURSES

Adult Internal Classification System Training for Trainers (AICS)

This class is designed to provide instructors with the skills and information needed to train caseworkers and custody staff in the use of the Adult Internal Classification System (AICS). (12 Hours)

Armed Transportation Training for Trainers

This instructor program provides trainers with the skills necessary to train staff in transportation techniques that are safe and within policy guidelines. Areas addressed in the four modules are:

- The correct use of restraints for offender transportation and special security concerns that are associated;
- The correct use of firearms for offender transportation and the use of force aspects, “shoot-don’t shoot situations” and weapon retention;
- Practicing relative positioning when providing armed and unarmed escorts, teaching advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and providing guidance for using restraints and searching in high risk situations;
- Proper methods to safely and securely transport offenders on out-counts along with the dynamics and diversity of out-counts. (24 Hours)

Defensive Tactics Training for Trainers

This instructor certification program provides candidates with information necessary to present the agencies basic defensive tactics course. Requirements for this instructor course are:

- Demonstrate proficiency with all defensive tactics in the Basic Defensive Tactics program; and
- Make a five minute presentation meeting the standards set by the Training Academy.

Participants will have several opportunities to practice and present as they assume the role of the instructor throughout the program. Successful completion of this program is required of all new instructors. Recertification is required every two years. *Prerequisites: Defensive Tactics (Hard Skills Class)* (40 Hours)

TRAINING FOR TRAINERS COURSES

Facilitation Skills for Trainers

This module will focus on providing facilitation techniques to assist a trainer present in a learner centered environment. The crucial area of trainer to participant dialog will be explored and how the facilitator can enhance interaction to increase the transfer of learning. This program is designed for staff who have a strong foundation in training concepts and are well versed in the subject of group dynamics. It is recommended that those applying have attended “*Instructional Theory into Practice Training for Trainers*”, the NIC program “*Foundation skills for Trainers*”, or other comparable training program. (8 Hours)

Field Officers Training for Trainers

Participants will be trained to effectively develop and deliver OJT modules. They will also be capable of delivering this training to adjunct FTOs at their institution. (24 Hours)

Firearms Training for Trainers

Through a combination of classroom presentation and demonstration instructor candidates will be provided training necessary to present the MDOC – DAI Basic and Annual Firearms program. This program will require instructor candidates to make multiple classroom presentations, provide trainer demonstrations relating to the agency firearms, and complete a written and proficiency test with a minimum score of 80%. At the conclusion of the course, instructor candidates are expected to always employ the four universal safety rules, model use of force options in accordance with policy, and transfer knowledge of the fundamentals of marksmanship to staff so that they can meet the MDOC firearms qualification requirements. (36 Hours)

Foundation Skills for Trainers

This 40 hour program features 10 modules specifically focused on delivery skills for the new trainer or to refresh the skills of experienced trainers. This program is one of two foundational courses for staff who writes and delivers training programs on a repeated basis. (40 Hours)

TRAINING FOR TRAINERS COURSES

Glock Instructor Training for Trainers

This training program is a Glock Pistol Instructor Workshop. This course will teach personnel basic firearms safety, field stripping, preventive maintenance, detail stripping of the slide and barrel, reassembly procedures, sight removal and installation, service procedures and diagnostics and trouble shooting. (24 Hours)

Motivational Interviewing

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to provide those training case management trainers with the skills and information needed to train Motivational Interviewing. (24 Hours)

Pathway to Change Master Facilitator Training

The Missouri Department of Corrections has a perpetual license to utilize the Pathway to Change Program of Clime International as the department's Cognitive Skill building program for the offender population. Pathway to Change classes are offered by the Division of Adult Institutions and the Division of Offender Rehabilitative Services inside Missouri Correctional Centers and by the Division of Probation and Parole at district offices and community sites state-wide. This facilitator program is designed for staff who will be facilitating classes for the offender population. It is expected that staff will attend a follow-up training between 6 and 12 months from the date of attendance at this training. (24 Hours)

Pepper Spray Use and Chemical Agent Awareness Training

This training module will provide participants with the knowledge and skills necessary to train staff to deploy pepper spray in a use of force situation. Also addresses in this module are the issue of decontamination and first aid protocol.

TRAINING FOR TRAINERS COURSES

Phoenix Breath Alcohol Analyzer Training

This program will provide participants with the content necessary to be a certified Missouri Department of Corrections Breath Alcohol Technician. Specifically addressed in this curriculum is the application of the screening and confirmation test using the Phoenix Portable Breath Alcohol Tester in accordance with Lifeloc factory requirements. Participants will also analyze testing problems, recommend intervention strategies, complete the Alcohol Testing Form and assume the role of the trainer, demonstrating the ability to give a proficiency test with the Phoenix Portable Breath Alcohol Tester. (8 Hours)

PR-24 Instructor Course

This program provides instructor candidates with the skills necessary to present the 24 hour PR-24 Baton Certification Course. Participants involved in this training program must meet the following completion requirements:

- Demonstrate a high degree of proficiency in basic and advanced techniques utilized with the Monadnock PR-24 side handle baton.
- Successfully complete a written test.
- Successfully complete a training presentation which relates to the material from the PR-24 Baton Certification Course.

This program is open to all Correctional staff but candidates must have successfully completed and be current in the PR-24 Baton Certification Course. (24 Hours)

Response Team Training for Trainers

This instructor program provides candidates with information necessary to present the agency's response team training class. This module will focus on techniques and principals utilized by the response team in non-spontaneous situations where an offender must be forcibly brought under control and or moved from one location to another location. This program includes team movement, team roles, cell extraction and disengagement techniques. During the techniques the participants will have several opportunities to practice. The participants will also be given a specific topic to present when they assume the role of instructor during the class. (16 Hours)

TRAINING FOR TRAINERS COURSES

Shotgun Training for Trainers

This course will provide staff with the skills necessary to safely handle the MDOC approved shotgun and demonstrate the basic skills and concepts needed to instruct staff on the use of this firearm. (12 Hours)

Trainer Skills Development

This course is designed for anyone who conducts any type of training program. It is full of ideas to enhance any training presentation and will give the trainer more direction and confidence. (8 Hours)

Training Design and Development

Included in this training will be content and application opportunities on expectations, adult learning, performance objectives, learning styles, lesson plan design, instructional strategies and designing training aids. This curriculum is designed to provide trainers with basic knowledge of how to design a training program specific to the needs of adult learners. (40 Hours)